

Appendix 19 Example Welcome Letter for New Members

Dear Parent/Carer,

On behalf of (insert club name), I would like to welcome your child to the club and provide you with some information about our activities. The club provides opportunities for young people between the ages of (insert lowest age) and (insert highest age). All coaching activities are provided by qualified coaches, who have attended good practice and child protection training.

We welcome parents to all cycling activity sessions and value your support. We are keen to involve parents in the club and would like to invite you to an open evening on (insert date), where you can meet club members and find out more about the club. Below is some information about session times and dates, and details regarding travel arrangements, kit and club registration.

Sessions take place on:

You should make arrangements for your child to travel to and from coaching sessions and competitions. We would like children to arrive on time and be collected promptly at the end of a training session or competition. If you are going to be late picking your child up, please contact (insert name of person & position in club) on (insert phone number) and let them know.

The club has a small membership fee of £ (insert membership fee) and this should be paid by (insert date). We would be grateful if you could complete the attached junior club membership form.

For the safety of your child, it is important that the club is informed of any medical condition, recent injuries or allergies that may be relevant should your child fall ill or be involved in an accident while at the club. If you would like to talk to someone at the club about this information or your child's involvement with the club, please contact (insert name of person & position in club) on (insert phone number). We thank you for your co-operation and look forward to meeting you soon.

Yours sincerely,

Name:

Position in club: